

ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES

VACANCY NOTICE

EXECUTIVE DIRECTOR OF SOCIAL SERVICES FAMILY INDEPENDENCE

LOCATION: Commissioner's Office Executive Administration

SALARY: \$68,126

The work involves the oversight of major program divisions in the Department of Social Services including but not limited to Medicaid, SNAP (Supplemental Nutrition Assistance Program) and Employment; Work is performed under the general direction of a higher level administrative employee or Commissioner. Supervision is exercised over a large staff of administrative, professional and clerical personnel. Formulates departmental policies, plans and programs and advises administrative supervision in the interpretation and application of such policies; Analyzes the ongoing performance and Departmental impact of assigned programs or operations; Develops plans, methods and procedures to correct or improve programs and functions; Organizes and oversees major administrative initiatives related to improving agency-wide operations and performance; Directs the design and development of work systems including information, records and reporting systems and administrative monitoring methods for all new programs or for modification and improvement of existing programs.

Must meet the following qualifications:

- A.** Master's degree in Business Administration, Management, Human Services or related field & 4 yrs exp. in a responsible administrative & supervisory position, of which 3 were in Government, Social Service or Health agency **OR:**
- B.** Bachelor's degree in Business Administration, Management, Human Services or related field & 5 yrs of satisfactory exp. in a responsible administrative & supervisory position, of which 3 were in a Government, Social Service, or Health agency.

This notice will be posted for the period **September 11, 2015** through and including **September 25, 2015**

If interested and meet the above qualifications, please forward resume to:

Marie Cannon, 95 Franklin Street, 8th floor Buffalo, NY 14202